

# ORDER

## DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

1210.16

5/12/76

### SUBJ: CONSULTATIVE PLANNING MEETINGS

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1. PURPOSE, This order identifies and describes the objectives of consultative planning meetings conducted annually by the Federal Aviation Administration. In addition, it describes the procedures to be used by headquarters offices and services for follow-up action that may be required as a result of these meetings and assigns related responsibilities,
2. DISTRIBUTION, This order is distributed to branch level and above in FAA headquarters and division level and above in regions and centers.
3. CANCELLATION, This order cancels Order 1200.13A, dated January 15 1970, subject, Annual Consultation Cycle for National Aviation System.
4. BACKGROUND, The FAA holds frequent meetings with the aviation community and the public to obtain input on key policy and planning matters affecting the National Aviation System. Of particular significance are the Aviation Review Conference, the Aviation Executive Conference, consultative planning conferences, and listening sessions which are the meetings addressed by this order. These meetings thus provide an opportunity for interested parties to express their varied points of view on the subjects being discussed, but it is not intended that any consensus or group position will result from such meetings.
5. OBJECTIVES,
  - a. Aviation Review Conference, This annual conference serves as a major forum for representatives of government, industry, and the public to review and discuss the state of aviation. It is normally a three-day meeting with the first day being set aside for government presentations, the second for user presentations,, and on the third day representatives of government and the aviation users discuss major issue(s) facing aviation. Following these presentations and discussions, opportunity is generally given for the audience to provide their viewpoints or ask questions about the topics discussed,

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- b. Aviation Executive Conference. This annual conference provides the opportunity for a small number of top aviation executives and public-interest representatives to express their views on critical issues directly to top officials of both the FAA and the Office of the Secretary of Transportation. This one-day meeting provides for a free and open discussion of major aviation policy and planning topics and generally covers such subjects as economics, regulation, management, and government/industry relations.
  - c. Listening Sessions. A listening session is a half-day meeting at which a particular group which has a commonality of aviation interests (e.g., business aircraft operators) gets together with the Administrator and other senior-level FAA officials to discuss problems and issues of primary concern to that group. These sessions are small in size (approximately 25 industry/user attendees) and are held in an informal, unstructured atmosphere in which there is a candid exchange of viewpoints. The number of such sessions varies from year to year, but approximately eight meetings are held annually.
  - d. Consultative Planning Conferences. These are meetings where critical problems on a specific topic (e.g., energy) are addressed by representatives of the FAA and the aviation users in a working environment. The primary goal is to get the aviation users to provide input to the FAA; so the agency presentations are generally limited to status reports, description of ongoing work, etc. Normally, the agency holds three of these conferences each year. Attendance generally runs from about 50 to 60 people, and an agenda is normally developed for the conference.
6. ORGANIZATION. The Office of Aviation System Plans is the focal point within FAA for the planning, organization, and administration of these consultative planning meetings and is responsible for keeping the Office of the Administrator informed of meeting details such as attendees and subjects or issues likely to be touched upon and for developing and distributing a summary report of the proceedings of each meeting. The Aviation Executive Conference and the listening sessions are normally chaired by the Administrator or, in his absence, by the Associate or Assistant Administrator most familiar with the subjects expected to be discussed. The Aviation Review Conference and consultative planning conferences are normally chaired by the Associate Administrator for Policy Development and Review in conjunction with senior-level FAA management and aviation community representatives.

7. PUBLIC INVOLVEMENT AND PARTICIPATION. . The consultative meetings described above are planned jointly by members of the FAA, the aviation community, and the public. Also, in the interest of public participation in the planning process, details of the Aviation Review Conference and consultative planning conferences are announced in the Federal Register and appropriate media. The Aviation Executive Conference and listening sessions are not publicly announced, However, these meetings are jointly arranged by the FAA and various members of the aviation community and special interest groups who determine appropriate participation, Through such efforts, the FAA strives to enlist the planning capability of the entire aviation community and to raise the overall quality of national aviation system planning. Thus, private organizations and government agencies willing to participate in this process are given the opportunity to be heard and to have their proposals considered by the Administrator. Also, transcripts and/or tape recordings are normally made for each of these consultative meetings and, together with the summary meeting reports, are available to the public unless exempt from disclosure under specific provisions of Section 552 of Title 5, U.S.C.
8. FOLLOW-UP PROCEDURES. In order to be responsive to the questions or issues raised by individuals or spokespersons of an organization which were not fully answered at the time of the consultative planning meetings, the following actions will be taken subsequent to the meetings.
  - a. Consultative Planning Conferences and Listening Sessions.
    - (1) The Executive Secretariat will conduct a meeting with representatives from the concerned offices/ services for the purpose of jointly identifying with such offices those items raised at the consultative planning meetings which require further action by the FAA. The Office of Aviation System Plans will normally provide a draft copy of the summary report to each of these office/service representatives to facilitate identification of possible follow-up issues.
    - (2) Each item requiring follow-up action will be assigned to the appropriate office/service for action with a target date for disposition, when feasible, A statement of the follow-up actions taken or planned as a result of this assignment, together with any target dates for final disposition of the item, will be submitted by the responsible office/ service to the Executive Secretariat by an assigned date

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(usually two weeks after the follow-up meeting is held). The Office of Aviation System Plans will incorporate this information in the summary report of the meeting.

- (3) When follow-up actions have not been completed at the time of distribution of the final summaries, the responsible office/service will submit quarterly progress reports (RIS: SP-1210 2) to the Executive\* Secretariat on the status of the assigned follow-up action. These reports are to be submitted January 15, April 15, July 15, and October 15 and should include the following information:

- (a) Identification of the consultative planning conference or listening session from which the follow-up action stems;
- (b) Identification of the item requiring follow-up action;
- (c) A statement of its present status;
- (d) A target date when final action will be taken. In the event the target date is extended from the previously reported date, a justification for such extension shall be submitted.

- b. Aviation Review Conference and Aviation Executive Conference. The Office of Aviation System Plans will be responsible for identification of issues and coordinating follow-up action with offices/services as deemed appropriate. Procedures followed will be similar to those described in paragraph 8a(2) and (3).

9. MANAGEMENT RESPONSIBILITIES. Associate and Assistant Administrators and heads of offices/services will be requested to participate in the consultative planning meetings whenever these meetings concern subjects within their areas of responsibility. Officials requested to participate will be expected to be responsive to the problems and issues raised at these meetings and ensure that any assigned follow-up actions are carried out by their organizational units.

  
John L. McLucas  
Administrator